



musika

BUSINESS TOOLS · FOR RETAILERS, BUSINESS BUYERS AND PROCUREMENT TEAMS

Stock and Restock Your Business

Turn your buying list into one quotation, receive the goods and keep your shelves full.



Version 1.0 · October 2026 · Your accepted quotation and signed terms govern every order.

01 Build a list we can quote

- List each product with its specification, pack size and quantity. If you are unsure of the exact model, tell us what it is for.
- Separate what you must have from acceptable substitutes, and give the delivery town, address and date.
- Say whether Musika arranges transport or your own transporter collects. Want it kept private? Tick "keep this private" on the request.

02 Check your quotation

- Products, units, quantities and any substitutions match your list.
- Goods are priced separately from freight, clearing, border, duties and currency costs.
- Currency, rate, expiry date and payment stages are clear.
- Lead time runs from confirmed payment unless your quotation says otherwise.
- Delivery address, risk, warranty and claims terms are stated.

03 Pay, track and receive

- Pay only into the payment environment confirmed for your order, quoting the exact reference.
- Paid is not delivered – follow all three tracking lanes.
- Count and inspect against the delivery note, and note damage or shortage before you sign.
- Report damage, shortage or wrong goods within 48 hours. Livestock and perishables: check at offloading and report the same day.

04 Never run out

- Record weekly sales, stock on hand and what is already on order.
- Set your reorder point: weekly use times lead time, plus a safety buffer. The online tool calculates it for you.
- Tell your trade desk your monthly or ongoing volume and ask for a standing supply arrangement.

Your Worksheet

Type straight into the fields below and save, or print and fill in by hand.

Product and pack unit

Stock on hand; average weekly sales

Confirmed lead time (weeks)

Safety stock; reorder point

Order quantity and date needed

Quotation or order reference; next review

Ready-Made Messages

Hello Musika. Musika reference _____. Product and quantity _____. Next required date _____. Repeat requirement _____. Please quote the next release.

Hello Musika. Order reference _____. Delivered on _____. Affected lines and quantity _____. Issue _____. Delivery note and photographs attached. Please acknowledge the claim and confirm the next step.